
**ASSOCIATE BUDGET ANALYST (ABA)/STAFF SERVICES ANALYST (GENERAL) (SSA)
FINANCIAL & BUSINESS SERVICES SECTION**

PERMANENT/FULL-TIME

ABA - \$4,111.00 - 4,997.00

SSA - \$2,632.00 - 4,155.00

****** FINAL FILING DATE: August 23, 2006 ******

POSITION SUMMARY:

Under the general direction of the Staff Services Manager II, Financial and Business Services Section, this position independently performs the more responsible and complex technical budget work and the day-to-day responsibility for the administration, establishing, planning, organizing, maintenance, tracking and control of the department's budget.

ESSENTIAL FUNCTIONS INCLUDE:

Budget Development (Expenditures and Revenues):

- Prepare baseline budgets and supplementary schedules for the Board's portion of the Governor's Budget.
- Develop and allocate personal services (salaries and wages, benefits, and salary savings)
- Prepare the annual estimate of revenues.
- Prepares, evaluates, and assists with preparing Budget Change Proposals (BCPs) and Finance Letters.
- Development of the Board's Out-of-State Travel blanket.

Budget Monitoring and Maintenance:

- Monitors expenditures and revenues on a monthly basis.
- Prepare, analyze and forecast expenditure and revenue reports.
- Prepares cash flow reports and identifies any cash flow problems.
- Updates division funding and staffing levels to reflect changing priorities.
- Reviews and approves purchase requests up to the amount delegated.
- Prepares, presents, and assists in the preparation of special reports/projects or budget drills to Executive, Agency, Department Of Finance, and the Legislature.
- Participates and provides budget development training.

As the department's primary contact of fiscal information will provide consultative services to departmental management regarding all budgetary issues. Provide monthly financial data reports to Executive Staff and/or to management staff.

WHO MAY APPLY:

Those candidates currently at the Associate Budget Analyst level, those in a reachable rank on an employment list for this classification or with transfer eligibility to this classification are encouraged to apply. Will consider downgrading to the Staff Services Analyst (General) classification for recruitment purposes and the duties and salary will be adjusted accordingly. All candidates are required to submit a State Application (Std. 678), accompanied by cover letter explaining the source of your eligibility and interest in this position. Please reference RPA #108 in Section 12 of the state application. Applications will be screened and only the most qualified candidates may be scheduled for an interview.

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Attn: Trish Lopez/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-8986
tlopez@vcgcb.ca.gov

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. **Position subject to SROA and Re-employment List policies and procedures. **